

25X1A

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AD:
: Chief of Station, 25X1A
VL: Chief, FE
: Chief, 25X1A

Support

Reduction of Administrative Workload

REFERENCES: (a) Book Dispatch No. 202, 12 February 1957
25X1A (b) 9 July 1957

1. I am pleased that you have availed yourself of my solicitation for suggestions to alleviate where practical unnecessary administrative workload in the field.

2. [REDACTED] provides basic organization policy for Reports of Survey. This Regulation is designed to encompass any and all conditions which render our property damaged or lost to use. However, the extent to which investigation is required, the number of persons comprising a Board of Survey, channels of processing and other administrative action can be discretionary to the approving authority based on circumstances of individual cases. I would agree with you that minor damage or accidents not involving any expense to the organization should not require the same processing that more serious accidents involving demolishing a vehicle would require. Moreover, I do not think Survey action in its technical sense is the means to investigate and take appropriate action for injury to persons or damage to other property (non-organizational assets).

3. Many stations have established an accident review procedure whereby one designated officer (on a rotation basis) makes an initial investigation and recommendation to the chief of station. The chief may then take final action involving responsibility and liability or, if the case appears to warrant, require more extensive investigation or Board of Survey action. Survey action will be appropriate whenever a vehicle is damaged to such an extent as to render it useless and

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property accountability should be dropped, or if damage to it is in excess of \$100, requiring final action by headquarters. (In this latter respect we are in the process of revising the Regulation which would raise that limit to \$1000.) I concur in such a procedure and believe it accomplishes the spirit of the Regulation.

4. Accordingly, I leave to your judgment, as the approving officer for damage to air property, the procedure for investigation and recommendation for action in cases of accidents involving minor damage to air vehicles of less than \$100.

L. K. WHITE

13 August 1957

SSA-(A):AMW/ms (29 July 57)

Rewritten: SA-DD/S:WEE:ecb

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